

CIA ARCHIVES AND RECORDS CENTER MONTHLY STATISTICAL SUMMARY

JANUARY 1966

ACCESSIONING, DISPOSITION, HOLDINGS

25X1

ACTIVITY (Items 2 through 18 in cubic feet)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
1. ACCESSION JOBS (Number)	106	490	
2. RECORDS ACCESSIONED	628	4,490	102,411
3. RECORDS DISPOSED OF AT CENTER	5	871	18,948
4. RECORDS TRANSFERRED FROM CENTER	153	1,860	28,202
5. RECORDS HOLDINGS	55,261		
6. INTELLIGENCE REPORTS RECEIVED	206	1,957	53,603
7. INTELLIGENCE REPORTS DISPOSED OF AT CENTER	239	747	22,274
8. INTELLIGENCE REPORTS TRANSFERRED FROM CENTER	18	258	12,422
9. INTELLIGENCE REPORTS HOLDINGS	18,907		
10. VITAL RECORDS RECEIVED	79	1,045	13,996
11. VITAL RECORDS DISPOSED OF AT CENTER	33	135	2,636
12. VITAL RECORDS TRANSFERRED FROM CENTER	10	269	1,377
13. VITAL RECORDS HOLDINGS	9,983		
14. ARCHIVES ACCESSIONED	79	435	3,387
15. ARCHIVES DISPOSED OF AT CENTER	--	6	14
16. ARCHIVES TRANSFERRED FROM CENTER	--	--	884
17. ARCHIVES HOLDINGS	2,489		
18. TOTAL HOLDINGS	*86,640		

REFERENCE SERVICES

SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
19. RECORD DOCUMENTS LOANED	4,939	35,091	623,501
20. INFORMATIONAL REQUESTS	539	3,793	26,530
21. Archival Documents	209	1,074	
22. INTELLIGENCE REPORTS	3,299	36,060	
23. VITAL RECORDS	197	1,486	
24. TOTAL	9,183	77,504	
25. NO. OF PAGES REPRODUCED	118	2,398	

ITEMS RECEIVED

ITEMS (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	
26. INTELLIGENCE REPORTS	115,201	677,353	
A. INITIAL RECEIPT	112,977	660,245	
B. RETURNS	2,224	17,108	
27. Archival Documents	844	9,271	
28. VITAL RECORDS	2,982	18,878	
29. TOTAL	119,027	705,502	

SHELVING UTILIZATION

SPACE (Cubic feet)	REPORTING PERIOD	
30. TOTAL CAPACITY	97,880	
31. UTILIZED	84,328	
32. COMMITTED		
33. AVAILABLE	13,552	

NARRATIVE SUPPLEMENT TO THE CIA ARCHIVES AND RECORDS
CENTER MONTHLY STATISTICAL SUMMARY FOR JANUARY 1966

1. The accessions for January amounted to 992 cubic feet. One of the more significant accessions was from the DCI, consisting of the correspondence of the Director for 1963.

2. Disposition action was taken on 458 cubic feet of obsolete records. The backlog in the physical destruction of obsolete records increased again during January. There are now 1,166 pending, of which 486 cubic feet still occupy shelving space.

3. The net increase to the Holdings amounted to 534 cubic feet. This increased the Holdings to 86,640 cubic feet of which 2,312 cubic feet are in the Region #3 Federal Records Center.

4. There were 9,183 reference items pulled and forwarded to various requestors in the Agency, other USIB Agencies and Foreign Governments.

5. Visitors:

25X1 [] DCS Records Officer, was at the A&RC for two days to review and update the DCS Vital Records. One of the results of this review was authorization for the destruction of 80 cubic feet of IBM cards.

O/PPB	2	Review Records & Tour A&RC
NPIC	3	Discuss Procedures for the Retirement of NPIC inactive records
CCS	1	Update Vital Records
RID	1	Deposit & Update Vital Records
RID	1	Briefing & Tour of A&RC
RID	1	Pick up records needed in court

SECRET

6. January 31 was the first working day since the Records Center was established that there was no mail delivery between the A&RC and Headquarters. There were nine A&RC employees on duty and could have taken documents to Headquarters if it had been necessary.

25X1 7. A project was undertaken to rearrange certain records and shelving in [] this action when completed will provide an additional 1,080 cubic feet of storage space for future accessions.

25X1 8. For the past few months the A&RC has experienced trouble with the humidity in the building. This is a serious problem because the extremely low humidity will cause the records to deteriorate. The problem has been brought to the attention of [] maintenance staff.

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